

# City of St. Charles

## Checklist for Commercial & Industrial Plan Submittal



**All submitted plans must be no greater than the paper size of 36x 48**

**The following items must be included for submittal and review of any plans to the City of St. Charles Building and Zoning Department.**

- ☐ A filing fee is required when submitting plans and applications. If the work is new construction, the filing fee is **\$320.00**. If the work is an addition to an existing building, the filing fee is **\$320.00**. If the work is an alteration or remodel to an existing building, the filing fee is **\$320.00**.
- ☐ Date of approval from the City of St. Charles Planning and Development Committee:\_\_\_\_\_.
- ☐ A Building Permit Application must be completely filled out and signed.
- ☐ An Electric Service Application form must be completely filled out and signed.
- ☐ A Plat of Survey with each set of plans must be included. Plat to be sealed by a licensed Illinois surveyor. Each plat is to have the building or addition drawn to scale with all setbacks indicated including dedications/general provision and all easement.
- ☐ Architect and Engineer seal and signature on each page of plans or menu sheet on the front page.
- ☐ Submit two (2) energy conservation reports. (i.e. Com-Check, Summary Report, ASHRAE 90.1)
- ☐ Complete set of mechanical, plumbing, and HVAC plans, signed and sealed by a mechanical engineer or qualified architect, **including signed and sealed shop drawings of engineered trusses with layout (3 copies)**. If for a new building or addition, six (6) sets are required.
- ☐ Complete set of electrical drawings, **signed and sealed by a professional engineer or qualified architect**, including a one-line service building riser diagram, electrical panel schedules with estimated circuit loading and site location plan for the utility transformer, the primary and also secondary electric service cable. If for a new building or addition, six (6) sets are required.
- ☐ Complete set of civil plans if work outside the building or within the ROW is necessary six (6) sets showing existing and proposed utilities.
- ☐ If necessary, a storm water management plan including a brief narrative and all supporting calculations and data.
- ☐ IEPA Permit (sanitary and/or water) may be required for the project.
- ☐ For new construction or an addition, six (6) sets of landscaping plans are required to be submitted for review.
- ☐ If the business is food related, confirmation that plans have been submitted to the Kane County Health Department.

**\* A Pre-submittal Plan Meeting must be scheduled and attended by the owner, or owner's representative, project architect, and general contractor. Contact the Building Zoning Department at 630/377-4406 to schedule the next available date. The required meetings will be held on Tuesdays and Thursdays at 9:00 AM.**

# City of St. Charles

## New Commercial or New Industrial Building



Building Zoning Division  
2 East Main Street

St. Charles IL 60174

630.377.4406 (Office) 630.443.4638 (Fax)

<http://www.stcharlesil.gov>

**Please direct any and all questions to the City of St. Charles Building Zoning Division:  
Monday (8 AM to 7 PM) Tuesday through Friday (8 AM to 4:30 PM) at 630.377.4406**

A building permit is required prior to any construction of an industrial or commercial alteration, addition or repair. The following are guidelines and comments for obtaining a building permit.

### Application and Drawings Procedures

- ❑ An application is to be filled out and submitted to the Building Department. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- ❑ Six (6) sets of **drawings**, sealed by an Illinois registered architect are to be submitted with the application. These drawings are to include one line diagram of plumbing, HVAC and electrical.
- ❑ Six (6) copies of the **plat of survey showing** the building and the measurements to all of the lot lines are to be submitted with the drawings and application.
- ❑ Six (6) copies of the **landscape plans** are required at time of submitting the application and plans.
- ❑ Two (2) energy conservation reports (i.e. Com-Check, Summary Report, ASHRAE 90.1) are required at the time of submittal.
- ❑ Two (2) copies of a **topographical survey** must be submitted no less than five (5) working days prior to the final inspection. The Engineering Department will review this survey. Please call the Engineering Department at (630) 377-4486 should you have any questions.
- ❑ **The St. Charles Municipal Electric Utility application** for electrical service must be completed and submitted with the application. Six (6) sets of drawings showing the complete electrical service, including a one line service diagram, electric panel schedules and site location of utility transformer, sealed by a professional engineer or qualified architect are to be submitted with the original application. St. Charles Municipal Electric Utility Application must be original; no fax copies are acceptable.
- ❑ The Building Zoning Division, Fire Prevention Bureau, Engineering and Electric departments will conduct the reviews for this construction. Questions for the Building Zoning review should be addressed to our office at 630/377-4406. Questions for the Fire Prevention review should be addressed to their office at 630/377-4457. Questions for the Engineering Department review should be addressed to their office at 630/377-4486. Questions for the Electric Department review should be addressed to their office at 630/377-4407.

### Application – Permit Fees

- ⇒ A **filing fee of \$320.00** is to be paid at time of submission of application and plans.
  - **Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.**
  - **Additional fees for utility connections, if required, such as electric, water, sewer connections or water meters are to be paid at the time the permit is approved.**
- ⇒ **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
  - \$60.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
  - \$75.00 per Fire Department re-inspection for all types of inspections during construction (excluding finals)
  - \$160.00 per re-inspection for all industrial, commercial, business and other non-residential final inspections.
- ⇒ **Temporary certificate of occupancies.** \$160.00 is due prior to issuance of a temporary certificate of occupancy for all industrial, commercial, business and other non-residential final inspections.

## Building Codes

The following are the Building Codes, which the City of St. Charles has adopted:

- ☐ St. Charles Municipal Code
- ☐ 2003 Int'l Building Code w/revisions
- ☐ 2003 Int'l Mechanical Code w/revisions
- ☐ 2002 Nat'l Electrical Code w/revisions
- ☐ 1998 IL State Plumbing Code w/revisions
- ☐ 2003 Int'l Residential Code w/revisions
- ☐ Fire Prevention Codes
- ☐ IL Accessibility Codes
- ☐ NFPA Life Safety Code 101

## Inspections

The following is a list of inspections, which might be required for your project.

- △ Electric \*
- △ Frame \*
- △ Footing
- △ Foundation
- △ Sewer
- △ Water
- △ Storm Piping
- △ Underground Plumbing
- △ Floor and Slab
- △ Ceiling Grid
- △ Rough Plumbing
- △ Insulation
- △ Mechanical/HVAC
- △ Insulation
- △ Landscaping
- △ Final

\*Frame and/or electric inspections will only be scheduled after all required plans have been submitted to the Fire Marshall for review.

## Fire Prevention Inspections

- ▽ Full flow flush
- ▽ Underground fire supply pressure test
- ▽ Above ground sprinkler test(s)
- ▽ Kitchen fire suppression system
- ▽ Fire alarm test
- ▽ Final Occupancy Inspection

## Engineering Inspections

- ☐ Sidewalk, driveway and parkway
- ☐ Grading – only after as-built received

## General Comments

1. Site must have street address posted and visible from a public street at all times.
2. The plan review and stamped “FIELD COPY” of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspections.
4. It is the responsibility of the general contractor to provide all sub-contractors with copies of all review comments and the required inspections, which are needed.
5. **Two (2) copies of a topographical survey** of the construction site subsequent to final grading and landscaping shall be prepared and certified by a professional land surveyor or a registered professional engineer which demonstrates compliance with approved plans, and that adequate provisions for drainage have been constructed. This topographical survey shall depict the location of the structure and the grade elevations designed for the site. The “as-built” elevation contours shall be at one (1) foot increments minimum and shall provide sufficient detail to adequately determine the proper final grading of a parcel as determined by the City Engineer or his designee. Additionally, a registered professional engineer shall certify the final grading of the site is in substantial compliance with the approved grading plan. These

## General Comments, continued

topographical surveys are to be submitted not less than five (5) working days prior to final inspection. They are to be submitted to the Building and Zoning Department, who will forward them to Engineering for their review. If there are any questions, please contact the Engineering Office at 630/377-4486.

6. Location of the electric service and transformer to be approved by the city Electric Department (630/377-4407).
7. Electric water cooler shall comply with ANSI Section 4.15 and the 1998 Illinois State Plumbing Code..
8. Each building/tenant space shall have one (1) main means of disconnecting the electrical service conductors from the building/tenant space.
9. Main disconnect to be installed inside building.
10. Utility conduit to be no less than five (5") inches per City's specification.
11. One (1) line riser diagram of electric service to be posted by main switchgear inside building.
12. Conductors entering the transformer shall be below the manufacturers mark line on the inside front panel of transformer. If the manufacturers mark has been removed, the conductors are to be below coils of transformer.
13. Provide a 15 or 20 amp G.F.I. receptacle outlet in an accessible location on the roof for serving the HVAC roof top units. The receptacles shall be on the same roof level and within 25 feet of the units. The receptacle outlets shall not be connected to the load side of the equipment disconnecting means.
14. Underground DWV system shall be no less than four (4") inch cast iron and shall be tested with no less than a ten (10') foot head of water.
15. Above ground DWV system shall be no less than schedule 40 PVC plastic and shall be tested to top of stack or point of the connection into existing stack.. Cell-core PVC is not allowed.
16. Underground domestic water distribution system inside the building shall be no less than type **K copper**, above ground no less than L copper and shall be tested at no less than 100 PSI. Water used for testing shall be from potable source.
17. Potable water piping system shall be disinfected in accordance to Section 890.1180 of the Illinois State Plumbing Code, 1998 Edition.
18. Provide a by pass with locking valve around all water meters larger than one (1") inch. By pass to be same size as domestic water service, but in no case less than one (1") inch.
19. A reduced pressure backflow preventer (RP-BFP) listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 1998 Edition shall be installed between the potable water supply and the fire sprinkler system. (RP-BFP) to be installed inside building as close to the entrance of the potable water supply as possible and shall be placed so that it is readily accessible for inspection, testing, maintenance and/or replacement. A floor drain sized to accommodate any discharge from the (RP-BFP). shall be installed as close as possible to the (RP-BFP). The drain line from the reduced pressure backflow preventer shall waste into the sanitary drainage system through an air gap.
20. Any lawn sprinkler system connected to the municipal water supply shall be equipped with a RP-BFP listed and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A39 of the Illinois State Plumbing Code 1998 Edition installed on the service side of the water meter serving the lawn sprinkler system.
21. A RP-BFP listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 1998 Edition shall be installed in the potable water supply inside the building as close to the entrance of the potable water service as possible and shall be placed so that it is readily accessible for inspection, testing and maintenance and/or replacement.
22. All reduced pressure backflow preventers (RP-BFP) shall waste to a floor drain sized to accommodate any discharge from the RP-BFP The drain line shall waste into the sanitary drainage system through an air gap.
23. Plumbing fixtures shall comply with Section 890 Appendix A Table A "Approved Materials and Standards for Plumbing Fixtures and Fixture Fittings."
24. Plumbing fixtures shall comply with Section 890.610 General Requirements - Material and Design."
25. Domestic water supply to boilers to be equipped with a backflow preventer conforming to A.S.S.E. No. 1012 Standards.
26. An occupancy certificate shall not be issued until all items listed on the Building Zoning Division, Fire Department, and Engineering Department plan review sheets have been addressed and approved by the various departments involved.
27. All required easements because of public or private storm water detention or public utility (water, sanitary or storm) construction prior to occupancy.

**J.U.L.I.E.: Joint Utility Location Information for Excavators 1-800-892-0123**

**Dig Number:**\_\_\_\_\_ **Date Notified:**\_\_\_\_\_

**One phone call to J.U.L.I.E. 48 hours prior to digging will notify all of the following public utilities.** These service utilities need to be located and marked by utility representatives prior to starting any excavation, grading, or other work that is below the ground surface. You will receive a Dig Number, which you should record above along with the date of notification.

| <b>Utility</b>                | <b>Color Code Marker</b> |
|-------------------------------|--------------------------|
| Electric Utilities            | Red                      |
| Comcast                       | Orange                   |
| Northern Illinois Gas (NICOR) | Yellow                   |
| Sewer Utilities               | Green                    |
| Telephone Utilities           | Orange                   |
| Water Utilities               | Blue                     |

# Engineering Department



## Memo

Date: November 16, 1999  
To: St. Charles Developers and Builders  
From: Engineering Department  
(630) 377-4486 Fax: (630) 584-6520  
Re: As-Built Grading Surveys and Occupancy Permits

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This memorandum is being sent to all current developers and homebuilders within the City of St. Charles. The intention of this correspondence is to clarify any misconceptions with the scheduling of lot as-built lot grading inspections and issuance of occupancy permits.

The developer or builder shall schedule a final inspection with the Building and Zoning Department. This schedule will then be forwarded internally to the Engineering Department. Unlike most inspections, these inspections must be scheduled 5 working days in advance.

At the time of scheduling the inspection, the developer or builder must submit an as-built grading survey. This survey shall contain all information on the attached checklist. **The Engineering Office will not perform Lot grading inspections without the receipt of an as-built grading survey five days prior to the scheduled inspection.** The as-built grading survey shall be submitted to the Building and Zoning Department, which will then be forwarded to the Engineering Department. If an as-built grading plan has not been submitted, the lot will fail final engineering inspection and the Certificate of Occupancy will be withheld.

After the grading inspection has been completed, the developer will receive a verbal approval, or a written notice of non-conformance from the Engineering Department. This notice will detail items to be corrected prior to approval. This notice will be sent to the developer or builder within a maximum of 48 hours after the inspection has been completed. A verbal notice will be provided if this cannot be accomplished within the time constraints.

The Engineering Department will issue conditional or temporary approval only if the following conditions are met.

Only minor issues, as determined by the Engineering Department, remain unresolved (i.e., small areas of ponding water, debris or material left on site)

- The developer shall provide the City of St. Charles Engineering Department with a \$3,000 performance bond or check as a financial guarantee for the completion of the outstanding items. The developer will then receive 30 days to complete the improvements. The Engineering Department may extend this time period due to inclement weather. Temporary Engineering approval during winter months shall expire May 1.

- 1 If a check is used, it shall be made payable to the City of St. Charles and have the subdivision Name, lot number and street address written on the check. Corporate or Cashier's checks are acceptable. The check shall be dated with the same date of temporary approval. This check will not be cashed unless the developer or homebuilder fails to correct all items prior to the expiration of temporary Engineering approval.
2. A Performance Bond shall name the City of St. Charles as beneficiary. It shall also include the subdivision name, lot number and street address. The bond shall not expire unless directed by the City of St. Charles.
3. **The Engineering Department, prior to the issuance of temporary approval or occupancy permit, must receive the financial guarantee.** (Faxes will be acceptable for performance bonds only. Faxes will suffice for a temporary measure, until originals are received via mail.)

**The Engineering Department will monitor the submission, release and execution of all financial guarantees relative to lot grading. Financial guarantees will be filed by street address and include a copy of all inspection reports to date, along with a notification temporary Engineering Approval.**

After the outstanding items have been corrected the developer or homebuilder shall reschedule an inspection with the Engineering Department (630) 377-4486. This must be done a minimum of 24 hours in advance. The builder or developer will be notified of the inspection results.

**Pass:** If the outstanding items have been corrected, to the satisfaction of the Engineer, the Engineering Department will return the financial guarantee with a letter noting Engineering Department Approval.

**Fail:** A written or verbal notice will be supplied to the homebuilder or developer detailing all remaining deficiencies.

In the event that the improvements are not completed prior to the expiration of the temporary approval, the City of St. Charles will cash the bond or check and use these funds to complete the improvements. The builder or developer will receive the remainder of the financial guarantee with an itemized invoice of work completed within 60 days of the execution of the financial guarantee. A 20% administrative fee will be added to the invoice and made payable to the City of St. Charles.

Please contact the City of St. Charles Engineering Department with any questions or concerns at (630) 377-4486.

**POLICY SUMMARY**

**RE: RESIDENTIAL AS-BUILT GRADING PLANS**

The intent of the as-built grading requirement set for in the ordinance is to obtain a record document of a residential site plan as a comparison to the approved design and for future reference. The following information shall be included to provide the desired information concerning grading, drainage, and utilities.

- 1 Lot lines with dimensions drawn to scale no smaller than 1"=50'.
2. Approved vs. constructed foundation and garage elevations  
(Highlight lowest structure opening)
3. Spot elevations at all property corners, mid-points, break-points, and building corners.
4. One-foot contours throughout the property (depict landscape berms or swales)
5. Rim and invert elevations at utility structures including drainage swales.
6. Top-of-curb and centerline pavement elevations along property frontage.
7. Calculated maximum driveway slopes.
8. Clearly defined site benchmark.
9. Topographic features including structures and permanent water surface levels.
10. Depict drainage patterns and emergency overflow routes with arrows.
11. Signature and seal of an Illinois registered land surveyor.

This document must be reviewed and approved along with a satisfactory site inspection prior to final occupancy approval.



**BUILDING & ZONING DIVISION**  
**(630) 377-4406 OR (630) 377-4410 (Fax: 630.443-4638)**

Robert J. Vann  
**Building Commissioner**

Jerry Essem, Tom Medernach,  
**Building Inspector**

Steve Herra  
**Plumbing Inspector**

**DATE:**

**TO:**

**FROM:** St. Charles Building Zoning Department

**NOTICE:** The St. Charles Building Zoning Department has reviewed the plans, which were submitted:

**BY:** same

**FOR:** New Industrial commercial or retail building

**LOCATION:**

| <b>Building Inspections Required</b> |               |       |                 | <b>Required Codes</b> |                                     |
|--------------------------------------|---------------|-------|-----------------|-----------------------|-------------------------------------|
| ( x )                                | Footing       | ( x ) | Rough plumbing  | ( x )                 | St. Charles Municipal Code          |
| ( x )                                | Foundation    | ( x ) | Frame (*)       | ( x )                 | 1993 BOCA Basic Code w/revisions    |
| ( x )                                | Sewer         | ( x ) | Electric (*)    | ( x )                 | 1993 BOCA Mechanical Code           |
| ( x )                                | Water         | ( x ) | Mechanical/HVAC | ( x )                 | 1996 Natl Electrical Code           |
| ( x )                                | Storm piping  | ( x ) | Insulation      | ( x )                 | 1998 IL State Plbg Code w/revisions |
| ( x )                                | Undergrd plbg | ( x ) | Final           | ( )                   | 2000 International Residential Code |
| ( x )                                | Floor or slab | ( x ) | Landscaping     | ( x )                 | Fire Prevention Codes               |
| ( x )                                | Ceiling grid  | ( )   | Other _____     | ( x )                 | IL Accessibility Codes              |
|                                      |               |       |                 | ( x )                 | NFPA Life Safety Code 101           |

\* Frame and/or electric inspections will only be scheduled after all required plans have been submitted to the Fire Marshal for review.

- **Re-inspection fees:** If any of the above-indicated inspections (with the exception of a final) require a re-inspection be conducted, a fee of \$40.00 for each re-inspection will be invoiced to the builder and/or owner. If the inspection is a final and requires a re-inspection, a fee of \$150.00 for each final re-inspection is to be paid at the Building and Zoning Office prior to the Final Occupancy being issued. To obtain a Temporary Certificate of Occupancy a fee of \$150.00 is required.

**Fire Prevention Inspections Required**

|       |                                       |       |                             |
|-------|---------------------------------------|-------|-----------------------------|
| ( x ) | Full flow flush                       | ( )   | Smoke evacuation test       |
| ( x ) | Underground fire supply pressure test | ( )   | Emergency generator testing |
| ( x ) | Above ground sprinkler test (s)       | ( x ) | Fire alarm test             |
| ( x ) | Kitchen fire suppression system       | ( x ) | Final Occupancy Inspection  |

**Engineering Inspection Required**

|       |  |       |  |
|-------|--|-------|--|
| ( )   | Public water main                        | ( )   | Roadway repair/ construction           |
| ( )   | Public sanitary sewer (air, mandrel, TV) | ( x ) | Grading – only after as-built received |
| ( x ) | Sidewalk, driveway and parkway           |       |  |

The Building Zoning Division has noted the following items that are from the Code requirements for the City of St. Charles. (**NOTE:** No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.)

1. Site must have street address posted and visible from public street at all times.
2. The plan review and stamped "FIELD COPY" of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspections.
4. It is the responsibility of the general contractor to provide all sub-contractors with copies of all review comments and the required inspections, which are needed.
5. Two (2) copies of a topographical survey of the construction site subsequent to final grading and landscaping shall be prepared and certified by a professional land surveyor or a registered professional engineer which demonstrates compliance with approved plans, and that adequate provisions for drainage have been constructed. This topographical survey shall depict the location of the structure and the grade elevations designed for the site. The "as-built" elevation contours shall be at one (1) foot increments minimum and shall provide sufficient detail to adequately determine the proper final grading of a parcel as determined by the City Engineer or his designee. Additionally, a registered professional engineer shall certify the final grading of the site is in substantial compliance with the approved grading plan.  
These topographical surveys are to be submitted not less than five (5) working days prior to final inspection. They are to be submitted to the Building and Zoning Department, who will forward them to Engineering for their review. If there are any questions, please contact the Engineering Office at 630/377-4486.
6. Location of the electric service and transformer to be approved by the city Electric Department (630/377-4407).
7. Electric water cooler shall comply with ANSI Section 4.15 and the 1998 Illinois State Plumbing Code..
8. Each building/tenant space shall have one (1) main means of disconnecting the electrical service conductors from the building/tenant space.
9. Main disconnect to be installed inside building.
10. Utility conduit to be no less than five (5") inches per City's specification.
11. One (1) line riser diagram of electric service to be posted by main switch gear inside building.
12. Conductors entering the transformer shall be below the manufacturers mark line on the inside front panel of transformer. If the manufacturers mark has been removed, the conductors are to be below coils of transformer.
13. Provide a 15 or 20 amp G.F.I. receptacle outlet in an accessible location on the roof for serving the HVAC roof top units. The receptacles shall be on the same roof level and within 25 feet of the units. The receptacle outlets shall not be connected to the load side of the equipment disconnecting means.
14. Underground DWV system shall be no less than four (4") inch cast iron and shall be tested with no less than a ten (10') foot head of water.
15. Above ground DWV system shall be no less than schedule 40 PVC plastic and shall be tested to top of stack or point of the connection into existing stack.. Cell-core PVC is not allowed.
16. Underground domestic water distribution system inside the building shall be no less than type K **copper**, above ground no less than L copper and shall be tested at no less than 100 PSI. Water used for testing shall be from potable source.
17. Potable water piping system shall be disinfected in accordance to Section 890.1180 of the Illinois State Plumbing Code, 1998 Edition.
18. Provide a by pass with locking valve around all water meters larger than one (1") inch. By pass to be same size as domestic water service, but in no case less than one (1") inch.

19. A reduced pressure backflow preventer (RP-BFP) listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 1998 Edition shall be installed between the potable water supply and the fire sprinkler system. (RP-BFP) to be installed inside building as close to the entrance of the potable water supply as possible and shall be placed so that it is readily accessible for inspection, testing, maintenance and/or replacement. A floor drain sized so as to accommodate any discharge from the (RP-BFP). shall be installed as close as possible to the (RP-BFP). The drain line from the reduced pressure backflow preventer shall waste into the sanitary drainage system through an air gap.
20. Any lawn sprinkler system connected to the municipal water supply shall be equipped with a RP-BFP listed and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A39 of the Illinois State Plumbing Code 1998 Edition installed on the service side of the water meter serving the lawn sprinkler system.
21. A RP-BFP listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 1998 Edition shall be installed in the potable water supply inside the building as close to the entrance of the potable water service as possible and shall be placed so that it is readily accessible for inspection, testing and maintenance and/or replacement.
22. All reduced pressure backflow preventers (RP-BFP) shall waste to a floor drain sized so as to accommodate any discharge from the RP-BFP The drain line shall waste into the sanitary drainage system through an air gap.
23. Plumbing fixtures shall comply with Section 890 Appendix A Table A "Approved Materials and Standards for Plumbing Fixtures and Fixture Fittings."
24. Plumbing fixtures shall comply with Section 890.610 General Requirements - Material and Design."
25. Domestic water supply to boilers to be equipped with a backflow preventer conforming to A.S.S.E. No. 1012 Standards.
26. An occupancy certificate shall not be issued until all items listed on the Building Zoning Division, Fire Department, and Engineering Department plan review sheets have been addressed and approved by the various departments involved.
27. All required easements as a result of public or private storm water detention or public utility (water, sanitary or storm) construction prior to occupancy.

City of St. Charles  
Municipal Electric Office  
Two East Main Street – St. Charles IL 60174  
630/377-4407



**Electric Service Application – New Service/Upgrade**  
(Each individual service will require a complete and separate application)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Original Signature: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Application Date: \_\_\_\_\_ Requested Service Date: \_\_\_\_\_

| <b>Existing Building</b>                  | <b>Other</b>                             | <b>New Building</b>                                 |   |
|---|--|---|---|
| <input type="checkbox"/> Residential      | <input type="checkbox"/> Temp Connection | <input type="checkbox"/> Residential: Single family | <input type="checkbox"/> Single Phase 120/240 |
| <input type="checkbox"/> Commercial       | <input type="checkbox"/> Street Lights   | <input type="checkbox"/> Residential: Multi Family  | <input type="checkbox"/> Three Phase          |
| <input type="checkbox"/> Industrial       | <input type="checkbox"/> Traffic Signals | <input type="checkbox"/> estimated # of units _____ | <input type="checkbox"/> 120/208              |
| <input type="checkbox"/> Upgrade Service  | <input type="checkbox"/> New Service     | <input type="checkbox"/> Commercial                 | <input type="checkbox"/> 277/480              |
| <input type="checkbox"/> Relocate Service | <input type="checkbox"/> Relocate        | <input type="checkbox"/> Commercial: Multi Family   | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Convert OH to UG | <input type="checkbox"/> Antenna Site    | <input type="checkbox"/> estimated # of units _____ |   |
|   | <input type="checkbox"/> Signage Lights  | <input type="checkbox"/> Industrial                 |   |
|   |  | <input type="checkbox"/> Other                      |   |

Service Panel: \_\_\_\_\_  
Present Rating (amps) \_\_\_\_\_ Proposed rating (amps) \_\_\_\_\_ Proposed Connected KW: \_\_\_\_\_  
Present Peak KW (Demand) \_\_\_\_\_ Estimated Peak KW (Demand) \_\_\_\_\_

**SERVICE ADDRESS**

(A complete and accurate service address is required before service may be installed)

Street Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Real Estate Permanent Tax # \_\_\_\_\_  
Legal Description (attach sheet if necessary): \_\_\_\_\_  
Record Titleholder of property: \_\_\_\_\_  
If property is held in trust, identify beneficial owner (s): \_\_\_\_\_  
Address: \_\_\_\_\_

**CUSTOMER BILLING INFORMATION**

(This information will be used for utility billing purposes)

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
Authorized representative or agent: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUILDING DIVISION OFFICE USE**

Application Accepted By: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

**ELECTRIC DEPARTMENT CHARGES**

Charges Calculated by: \_\_\_\_\_

Date: \_\_\_\_\_

| <u>ITEM</u>                      | <u>ACCOUNT #</u> | <u>CHARGES (\$)</u> | <u>AMOUNT PAID</u> |
|----------------------------------|------------------|---------------------|--------------------|
| Project Cost:                    | 343-15           | _____               | _____              |
| SOCC - VACANT                    | 323-10           | _____               | _____              |
| SECC: VACANT                     | 323-11           | _____               | _____              |
| SOCC:                            | 323-12           | _____               | N/A                |
| SECC:                            | 323-13           | _____               | _____              |
| Upgrade Charges:                 | 323-14           | _____               | _____              |
| Engineering:                     | 341-11           | _____               | _____              |
| Temp Connection:                 | 343-18           | _____               | _____              |
| Electric Improvement:            | 343-14           | _____               | _____              |
| Relocation                       | _____            | _____               | _____              |
| Subtotal                         |                  | _____               | N/A                |
| Less contribution- if applicable |                  | _____               | _____              |
| <b>Total Amount of Charges:</b>  |                  | _____               | _____              |



**CITY OF ST. CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984**

**DEPARTMENT: BUILDING & ZONING**

**PHONE: (630) 377-4406**

**FAX (630) 443-4638**

**APPLICATION FOR CONSTRUCTION FOR BUILDING PERMITS**

**APPLICATION DATE: \_\_\_\_\_ PERMIT ISSUED \_\_\_\_\_ NO.: \_\_\_\_\_**

**PLEASE PRINT ALL INFORMATION**

**I, \_\_\_\_\_, do hereby apply for a permit for the following described  
work located at \_\_\_\_\_ Lot \_\_\_\_\_ Unit \_\_\_\_\_**

**NOTE: Is property located in the Historic Preservation District? Yes No**  
Please circle either yes or no

**Subdivision \_\_\_\_\_, Type of construction \_\_\_\_\_**

**Description of proposed work: \_\_\_\_\_**

**Square feet in building \_\_\_\_\_ Estimated cost of construction \_\_\_\_\_**

**Use of building \_\_\_\_\_ No. & Size of electric meter \_\_\_\_\_ No. & Size of water meters \_\_\_\_\_**

**Remarks \_\_\_\_\_**

**Plans \_\_\_\_\_ Specifications \_\_\_\_\_ Plat of Survey \_\_\_\_\_**

***Owner of Property***

**Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City: \_\_\_\_\_**

**State/Zip Code: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

***Electric Contractor***

**Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City: \_\_\_\_\_**

**State/Zip Code: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

***General Contractor***

**Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City: \_\_\_\_\_**

**State/Zip Code: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

***Concrete Contractor***

**Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**City: \_\_\_\_\_**

**State/Zip Code: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

**Continued on reverse side**

PLEASE PRINT ALL INFORMATION

*Plumbing Contractors*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
IL & Registration No.: \_\_\_\_\_

*Roofing Contractors*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Illinois License No: \_\_\_\_\_  
License Expiration Date: \_\_\_\_\_

*Sewer & Water Contractor*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

*HVAC Contractor*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Name of actual business(s) that will occupy this space \_\_\_\_\_

REPORT OF THE BUILDING OFFICIAL

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

For Office Use

Received \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_

Copies of application distributed to:

Electric: \_\_\_\_\_ Engineering: \_\_\_\_\_ Fire: \_\_\_\_\_  
Meter: \_\_\_\_\_ PW: \_\_\_\_\_ Historic Preservation: \_\_\_\_\_